

GIVING CORRECTIVE & PERFORMANCE FEEDBACK ASSESSMENT

Instructions

Effective feedback is a crucial component of personal and professional growth, ensuring that individuals receive constructive insights and encouragement to enhance their performance. This self-assessment is designed to help you evaluate your skills in giving corrective and performance feedback, especially during hard conversations.

Answer the below questions with the 5-point scale and choose the rating you agree with most for each question. Calculate your total score.

5=Strongly Agree
4=Somewhat Agree
3=Neutral
2=Somewhat Disagree
1=Strongly Disagree

1. I prepare for feedback sessions by gathering relevant information and examples.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

2. In a corrective feedback conversation, I share the concrete facts and why there is an issue while maintaining respect and relationship with the receiver.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

3. I am curious about the recipient's thoughts. I invite and actively listen to their perspective and concerns.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

4. I communicate feedback in a clear and concise manner.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

5. I balance corrective feedback with positive feedback to encourage improvement.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

6. I create a supportive environment that encourages open and honest communication.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

7. I ensure my feedback is specific and focused on behaviors, not personal traits.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

8. I remain calm and composed, even when delivering difficult feedback.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

9. I make sure the recipient is involved in the solution process. We write the solution down together then schedule a follow-up.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

10. Before the initial conversation, I am clear on the issue and the complications that could arise if not taken seriously.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

11. I show gratitude for efforts during the follow-up process and ask how I can support their growth.

1 Strongly Disagree 2 Somewhat Disagree 3 Neutral 4 Somewhat Agree 5 Strongly Agree

Answer Key

Calculate your total score from the questions above and find the corresponding category.

Score: 40-55 Leadership Luminary

Your score indicates a high level of proficiency in all areas. You excel in preparation, gathering relevant information, and ensuring your feedback is behavior-specific. Your clear and concise communication, coupled with your ability to remain composed, sets a strong example for others. You effectively engage with feedback recipients, actively listening to their perspectives, balancing corrective feedback with positive reinforcement, and creating a supportive environment. Your consistent and thorough follow-up to monitor progress and provide additional support is commendable. To further your development, consider mentoring others who may benefit from your expertise. Sharing your strategies and approaches can help improve the overall feedback culture within your team or organization. Continue to build on your strengths, and seek out new opportunities for growth and development to maintain and enhance your high standards of feedback delivery.

Score: 25-39 Leadership Trailblazer

You have a good foundation but there are areas that could benefit from further refinement. You are generally well-prepared, ensuring your feedback is specific and behavior-focused. Your communication is clear, and you maintain composure during challenging conversations. However, to enhance your effectiveness, consider focusing on a more consistent follow-up process to monitor progress and provide additional support. Improving your ability to create a supportive environment that encourages open and honest communication can also be beneficial. Engaging more deeply with the feedback recipient, actively listening to their perspectives, and balancing corrective feedback with positive comments will further strengthen your approach. By working on these areas, through additional training or peer feedback sessions, you can elevate your feedback skills from good to excellent.

Score: Less than 14 Leadership Seedling

Your score indicates that there is room for improvement across several areas. To enhance your feedback skills, start by focusing on thorough preparation. Ensure that you gather all relevant information and examples, and make your feedback specific to behaviors rather than personal traits. During delivery, aim to communicate more clearly and stay composed, even when addressing difficult issues. Engaging more effectively with the feedback recipient is also crucial. Show curiosity about their thoughts, actively listen to their concerns, and balance your corrective feedback with positive reinforcement. Lastly, develop a more consistent and structured follow-up process to monitor progress and provide ongoing support. Utilizing available resources, seeking mentorship, and engaging in targeted training can help you improve in these areas, leading to more effective feedback sessions and better overall performance.

Answer Key Continued

This assessment encompasses four key steps in the feedback process: Preparation, Delivery, Engagement and Follow-Up.

Preparation (Questions 1, 7 & 10): I prepare for feedback sessions by gathering relevant information and examples. I ensure my feedback is specific and focused on behaviors, not personal traits. Before the initial conversation, I am clear on the issue and the complications that could arise if not taken seriously.

Delivery (Questions 2, 4 & 8): In a corrective feedback conversation, I share the concrete facts and why there is an issue while maintaining respect and relationship with the receiver. I communicate feedback in a clear and concise manner. I remain calm and composed, even when delivering difficult feedback.

Engagement (Questions 3, 5, 6 & 9): I am curious about the recipient's thoughts. I invite and actively listen to their perspective and concerns. I balance corrective feedback with positive feedback to encourage improvement. I create a supportive environment that encourages open and honest communication. I make sure the recipient is involved in the solution process. We write the solution down together then schedule a follow-up.

Follow-Up (Questions 11): I show gratitude for efforts during the follow-up process and ask how I can support their growth.